

# September COVID 19 Risk Assessment – Primrose Hill Primary School

## Camden Health & Safety Service

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DOCUMENT TITLE	Covid-19 Pandemic Re-Opening Risk Assessment (Read alongside Re-opening plan & movement/transition timetable) NB visuals inc. for illustrative purposes but may not be current/accurate - see original documents links embedded	Persons involved in completing this assessment	School Business Manager, SLT inc. Inclusion Team, All staff, Governing Board, Union Reps	
National Guidance & Documentation	<p><b>Latest Guidance</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>   <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><b>Previous Guidance</b>  <a href="#">Safe working in education, childcare and children's social care</a>, DfE: 14 May 2020  <a href="#">Actions for schools during the coronavirus outbreak</a>, DfE 18 May 2020  <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a>. DfE: 12 May 2020  <a href="#">Coronavirus (COVID-19): guidance for educational settings</a>. DfE: 18 May 2020  <a href="#">Managing school premises during the coronavirus outbreak</a>. DfE: 18 May 2020  <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>. DfE: 12 May 2020  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>                      NEU Checklist link                      Unison letter link                      PHE <a href="#">COVID-19: infection prevention and control (IPC)</a>                      PHE <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>                      PHE <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>                      PHE <a href="#">COVID-19: guidance for food businesses</a> 18 May 2020                      PHE <a href="https://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf">https://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf</a>                      RISK BALANCE SHEET                      PHE <a href="#">COVID-19: guidance for first responders</a></p>	Review Procedure	<ul style="list-style-type: none"> <li>Daily checks/reporting from all staff to SLT</li> <li>RA in shared area for staff for ongoing review &amp; rf</li> <li>Individualised RAs offered on request)</li> <li>Draft RA submitted to GB</li> <li>SLT e review dates fortnightly</li> <li>Review by NEU/Unison/Camden H&amp;S tbc</li> <li>Feedback to Unison if required</li> <li>Feedback to NEU 17/07/20  <a href="https://docs.google.com/document/d/1Zocn6jVDcxwFQLyhX8XjDGxnHi4B5OGUabsk8RUMvSY/edit">https://docs.google.com/document/d/1Zocn6jVDcxwFQLyhX8XjDGxnHi4B5OGUabsk8RUMvSY/edit</a></li> <li>Staff presentation (dates), parent presentation (20/07/20 and Sept 2020                      RA to be published on website July 2020                      Robin to share again with staff before summer hols to allow all sufficient time to contribute</li> </ul> <p>School Opening Doc: June  <a href="https://docs.google.com/presentation/d/1GWQh7S39PfbwsHtlcjhD7aQZc_111VhWYbUoIN5DZgM/edit?usp=sharing">https://docs.google.com/presentation/d/1GWQh7S39PfbwsHtlcjhD7aQZc_111VhWYbUoIN5DZgM/edit?usp=sharing</a></p> <p>School Opening Doc: September  <a href="https://docs.google.com/presentation/d/1NkXv80_aeTRphZs8l2dliiO1TkF2KOgOcWmX1aUsg/edit?usp=sharing">https://docs.google.com/presentation/d/1NkXv80_aeTRphZs8l2dliiO1TkF2KOgOcWmX1aUsg/edit?usp=sharing</a></p>	

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Date of completion	09/09/2020			Review date 1	20/07/20		Review date 2	05/09/20		Review date 3				
List the hazards below	Uncontrolled Risk			Measures taken to minimise risk			Review / Monitoring & actions/communications outstanding			Controlled Risk			By who? By when?	Weekly Review Comments SLT
	H	M	L	H	M	L	H	M	L					
1. Opening & prepping the site DAILY	✓			<ul style="list-style-type: none"> <li>Member of SLT opens the site at 7am. SLT will unlock the back door and front pedestrian door.</li> <li>SSO to socially distance himself from all members of the public during journey inc. advised to keep away from shops while going to and from work</li> <li>SSO 1 (Humphrey) arrives at 7:30am and sanitizes (see key areas below) as soon as he enters the site</li> <li>SSO will ventilate key classrooms. <i>As weather cools down, balance ventilation to ensure classrooms are not cold. Heating will be put on in time; therefore classrooms do need some air.</i></li> </ul>	SLT Invite staff to identify high use areas/ cleaning hot spots in weekly briefing & add to rota as necessary  SSO Maintain any actions from individualised risk assessments for vulnerable staff or pupils as directed  SSO Daily Feedback (with this checklist) to Ilirjana / Julia every week. Any						✓	SSO Daily	SLT to only open up only. SSO to ventilate on arrival.	

Issue Date: 17th July 2020 Updated 25th September 2020

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			<ul style="list-style-type: none"> <li>SSO cleans all touchable items &amp; ventilates school on arrival (windows and doors open) before staff enter the site. Disposable/ washing up gloves and apron to be worn.</li> <li>Key areas/ rooms to focus on;             <ul style="list-style-type: none"> <li>Door handles/ buttons/ buzzers</li> <li>sanitizer pumps</li> <li>handrails</li> <li>telephones</li> <li>keyboards</li> <li>computer mouse</li> <li>dining tables &amp; counter</li> <li>office counter top</li> <li>All classrooms in use</li> <li>Sports Hall/ Dining Hall</li> </ul> </li> <li>Check stock of sanitiser/ tissues/ cleaning materials &amp; make note with Ilirjana / Julia</li> <li>Check signage and displays are in order</li> </ul>	<p>concerns <b>MUST</b> be reported to a member of SLT ASAP Checklist of SSO activity prior to opening in place</p> <p>Cleaning issues to be reported to Julia/SLT/SSO ASAP</p>				
2.Hygiene & Handwashing Facilities and Resources			<p>See <b>Site Maps</b> in <i>Protocols and Planning</i> for whole school sanitisation points, toilet/wash facilities, assigned toilet/wash facilities for clinically vulnerable adults/children &amp; specified groups. <a href="#">Lee and Kerri responsible for organising and distributing PPE alongside Ilirjana, Julia and Humphrey.,</a></p> <p>STANDARD STOCK CHECK (see table below for details/amounts etc.)</p> <ul style="list-style-type: none"> <li>CLASSROOMS, ADMIN OFFICE, STAFF ROOM Pedal bin Dispenser: Hand Sanitiser and paper towel <b>COVID BOX:</b> antibacterial wipes for PC &amp; phone, surface disinfectant, 4 x boxes of facial tissues, 20 pairs of gloves, 20 face masks, 1 400ml bottle of hand sanitiser gel, 1 bottle of antibacterial hand wash, 5 yellow clinical waste bags, 20 disposable plastic aprons <b>sponge, mop, running water</b></li> <li>TOILETS &amp; WASHROOM ALLOCATION Pedal bin, hand towels, soap, hot water</li> <li>OFFICE SPACES Pedal bin, antibacterial wipes for PC &amp; phone, surface disinfectant, hand towels and dispenser, sanitiser and dispenser, wash cloth</li> </ul>	<p>Dining hall - ensure sufficient mops/cleaning materials by zones or tables &amp; additional bins (consider placement with seating plan on <b>Site Map</b>) In place.</p> <p>Julia to go through site with sanitation points confirmed and ticked off on map</p>				<p>Disposable and rubber/ cleaning gloves have arrived. Placed in every COVID Box.</p> <p>Mops and buckets in place for Dining Hall.</p> <p>COVID Boxes are now in every classroom</p>

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			<ul style="list-style-type: none"> <li>• DINING HALL &amp; FOYER - Sanitiser, dispenser, pedal bin, wash cloths by pods</li> <li>• FIRST AID STOCKS -             <ul style="list-style-type: none"> <li>○ CLASSROOM FIRST AID: COVID boxes - list the contents here: Hand Wipes, gloves, disinfectant spray, handwash, hand sanitiser, facial tissues, face masks, eye shields</li> <li>○ SICK BAY PPE: Masks, Gloves, Eye Shield, Aprons, Antiseptic wipes, hand sanitiser, cloths</li> <li>○ SHARED Mandy &amp; Laura's Office/ Ilirjana Julia &amp; Liz's offices: COVID Box in Admin office only, discouraging groups from congregating in the other offices</li> </ul> </li> </ul> <p>Key message to be reinforced: handwashing is the greatest preventative for the virus. <a href="#">Hygiene protocol,s revised with children in lessons, assemblies etc.</a></p>					
<b>3.Social Distancing</b>			<p>See plan for groupings/ staffing/ movement in <u><a href="#">September Re-Opening Plan</a></u> (class groups of 30 and minimal contact/crossover between other year groups. Classes within year groups can play outside together.</p> <p>Separate henry &amp; exit systems. These have been modified since our Summer opening protocols. The gaps between times will be sufficient based on our experience so far. We are also using three exits and these will be manned.</p> <p>Children encouraged to wear clean clothes each day. There is no uniform at the school</p> <p>SLT wearing masks from week 2 on the gate. From week 5, all parents, carers and visitors to the school to be wearing masks. Info in the newsletter. Staff advised to also wear masks during collection. Staff who move between bubbles also advised to wear masks.</p> <p>Prevention:</p>	<ul style="list-style-type: none"> <li>• INSET for all staff to disseminate plan Monday 20th July and 1st September -</li> <li>• Letter for all children &amp; parents to disseminate plan</li> <li>• See coloured zoning for toilets, first aid spaces, key sanitisation areas for groups/pods</li> <li>• TAs to support PPA teachers so that they are supported to distance where possible. TAs to lead transition to and from class.</li> <li>• PE and Music teachers to have additional cleaning materials/wipes</li> </ul>	✓			<p>Induction Protocol for each class created.</p> <p>Certificates to be created and given out to hygiene heroes on Tues pm / Friday pm</p>

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		<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Children are not expected to wear any PPE unless parents and carers would like them too.</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Important for children to hand sanitise before and after assemblies. Assemblies will be in three phases at different times in different places. On Mon and Fri only, and where possible. <b>At present, assemblies are remote. These will be gradually be reintroduced.</b></p>	<p>for equipment &amp; request addition from Julia where needed</p> <ul style="list-style-type: none"> <li>• Mtg with PE/ Music teachers to go through risk and prevention</li> <li>• Hand sanitise assembly protocol (PLT)             <ul style="list-style-type: none"> <li>• Only 1 weekend letting with Risk Assessment approved Stage Coach</li> </ul> </li> <li>• Extra-curricular clubs will not be taken up in Aut 1 aside from play centre, breakfast club and Camden music (specialist teachers to use before school for PPA and Dean to do tutoring Catch Up) <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroots sport advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u></li> </ul>					
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			<p>In class, where possible/appropriate, avoid close face to face contact and minimise time spent within 1 metre of anyone . Social distancing will be hard for younger children or adults to maintain and guidance accepts this.</p> <p>Key children may have Risk Assessments or behaviour Support Plans. These have already been applied during Summer opening.</p> <p>Social distancing rewards (not punitive - see <b>Behaviour Policy appendix</b>) for individuals, play pods</p> <ul style="list-style-type: none"> <li>Minimum quota. of 1 SLT &amp; 1 ILT on-site at all times</li> </ul> <p>PE Specific Risk Assessment:  <a href="https://docs.google.com/document/d/1-h5pniD6vn5YZEdlv5tM1CZrZQFdpdwo ws_zQkllvBo/edit">https://docs.google.com/document/d/1-h5pniD6vn5YZEdlv5tM1CZrZQFdpdwo ws_zQkllvBo/edit</a></p> <p>Music Specific Risk Assessment  <a href="https://docs.google.com/document/d/1uuRj5IHID6Ut2XlHpMh-zABK6_Sl8y_Ho zdpZOLeclj/edit">https://docs.google.com/document/d/1uuRj5IHID6Ut2XlHpMh-zABK6_Sl8y_Ho zdpZOLeclj/edit</a></p>					
4. Cleaning/ Hygiene measures: Daily Expectations of school staff	✓		<p><b>LUNCH</b></p> <ul style="list-style-type: none"> <li>Staggered entry/exit, transition routes, seating plan specific to Groups</li> <li>Lunchtime Staff wipes down all tables &amp; chairs after each group sitting at lunch &amp; wipe down canteen</li> <li>Salad to be served by catering staff from behind counter</li> <li>Additional cleaning stations with cleaning materials (support staff monitor)</li> </ul> <p><b>OUTDOOR BREAK TIMES</b></p> <ul style="list-style-type: none"> <li>Playground Zoning in Movement &amp; Transition Plans <i>September Opening Inset</i> - rotate use of climbing equipment so that no crossover unless after a weekend</li> <li>Shared outdoor equipm used is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously</li> <li>Every year group have dedicated outdoor equipment boxes</li> </ul> <p><b>CLASSROOM CLEANING</b></p> <ul style="list-style-type: none"> <li>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and</li> </ul>	<ul style="list-style-type: none"> <li>Lunchtime Supervisor Lead or nominated person e.g. Lisa, Sandra Sabena, Isabel or another person if absent - to report to SLT member on-site daily if any hygiene protocol issues in dining hall</li> <li>Laura SLT to monitor and revise lunchtime procedures.</li> <li>Staff INSET to convey messages inc Lunchtime Supervisors and admin to review &amp; learn hygiene &amp; cleaning protocols and rotas.</li> <li>Parent Protocol letter - add symptoms &amp; clear message parents/carers that pupils must not attend if they, or a member of their</li> </ul>		<p>MMS Daily</p> <p>Cleaners Daily</p> <p>Staff Periodically</p>	✓	

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			<p>after use and, where possible, children should be discouraged from sharing these</p> <ul style="list-style-type: none"> <li>• See <i>hygiene protocols</i> to clear areas with disinfectant products after children have used it.</li> <li>• Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</li> <li>• Each child has own bag for belongings</li> <li>• Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>• Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal</li> <li>• Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up</li> <li>• Site staff to regularly clean the hand washing facilities</li> <li>• Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul> <p><b>SHARED AREA CLEANING</b></p> <ul style="list-style-type: none"> <li>• Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</li> <li>• Gloves and masks are provided to SSO while cleaning (PPE) &amp; available to all adults on site in classroom first aid and shared first aid areas</li> <li>• Adults to use wipes to wipe taps, toilet lid, flusher and door handle after each use of loo</li> </ul>	<p><i>household, has COVID-like symptoms or a positive test (Loss of a sense of taste and smell is a primary indicator); Water bottles / limiting stuff brought to school to essentials e.g. only packed lunch boxes &amp; book bags. Packed lunches should be kept in classrooms.</i></p> <ul style="list-style-type: none"> <li>• <i>Track and Trace information shared with parents and on website.</i></li> <li>• <i>regular newsletter item on symptoms, hygiene, sanitation and transition routes, responsive to issues as they arise</i></li> <li>• <i>Video of basic procedures to inform children and parents</i></li> </ul>				
5. Cleaning/ Hygiene measures: Daily CLEANING CONTRACTORS			<ul style="list-style-type: none"> <li>• Cleaning team need daily monitoring. Robin met with Cleaning Manager several times and with the cleaning supervisor.</li> <li>• Cleaners clean all areas in use and the surfaces at the end of the day* <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Must wear disposable masks and gloves for the duration of their shift</li> </ul>	Additional Cleaning Team will continue and additional equipment cleaning on Friday pm				

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			<ul style="list-style-type: none"> <li>● Masks and gloves to be worn as soon as cleaners enter the building – either in the visitor toilet or in the reception/ welcome area before entering the main corridor</li> <li>● Apron to be worn before beginning any cleaning</li> <li>● Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>● Must maintain a distance of 2m from other team members as well as staff and children in the school</li> <li>● Disposable cloths to be used where possible - if this is not possible then the government guidelines need to be followed</li> <li>● All doors, handles and other frequently touched areas to be wiped down with antiseptic disinfectant daily</li> <li>● Cleaners review this risk assessment and submit their company RA (school staff will use this guidance/RA)</li> <li>● Entire cleaning team to place additional emphasis on shared areas e.g. dining hall, staff room, toilets, music room</li> <li>● All tables, doors, windows and other frequently touched areas to be wiped down with antiseptic disinfectant solution</li> <li>● All carpets hoovered and all floors to be mopped</li> </ul> <p><b>Cleaning protocol for symptomatic individuals</b></p> <ul style="list-style-type: none"> <li>● Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>● If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>● Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal</li> <li>● All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:             <ul style="list-style-type: none"> <li>- objects which are visibly contaminated with body fluids</li> </ul> </li> </ul>	<p>Humphrey and Guiseppe share Protocols &amp; Planning with Cleaning company</p> <p>Hygiene Ambassadors in each class</p>					
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			<ul style="list-style-type: none"> <li>- all potentially contaminated high-contact areas such as bathrooms, door handles,</li> <li>• Telephones, grab-rails in corridors and stairwells</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces floors, chairs, door handles and sanitary fittings, following one of the options below: use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses</li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags only when someone is symptomatic</li> </ul>					
<b>7. Pre-opening hygiene / prevention measures</b>			<ul style="list-style-type: none"> <li>• Additional furnishings and resources to stay removed as before. (minimise soft toys, clothing, soft furnishings, trinket toys etc.)</li> <li>• Lost Property and uncollected items to be bagged and removed (SSO end of term)</li> </ul>	Teachers prep time and checklist			✓	
<b>8. Classroom hand-washing and sanitation protocols</b>			<ul style="list-style-type: none"> <li>• Hand sanitizer dispenser fitted in key areas listed in stock check table below</li> <li>• Staff &amp; children to wash hands &amp; sanitise in line with Hygiene Protocol, especially before transitions and eating, and when any social distancing rules are transgressed</li> <li>• Children encouraged not to touch their face or put their hands or other objects in their mouths</li> <li>• Specific hygiene lessons in class planned</li> <li>• Children to wash their hands frequently, especially before transitions and eating and after using any bikes and other large movable toys - see <i>Hygiene Protocols</i></li> </ul>	Hygiene Protocol finalised		✓		Children will not bring book bags for wk 1 but thereafter we will allow for reading only (and 72 hrs before being used by another bubble)
				KS1 & EYFS remote reading scheme finalised				

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			<ul style="list-style-type: none"> <li>Tissues will be provided for classrooms. Staff to replenish as needed</li> <li>Ensure bins are provided for tissues in every classroom</li> <li>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands</li> <li>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</li> <li>SLT to be more visible in leading social distancing and also cleaning as they move through school / wearing masks when staff get too close</li> </ul>	<p>Julia handover to ensure all orders/deliveries are accounted for and essential stock ready for end Sept. Kerri and Lee leading on this.</p>					
9. Cleaning/ Hygiene and Safety measures: Suspected/ Proven COVID Infection (child/ adult)	✓		<p>Establish protocol and train all staff on swift and safe response to suspected cases on site (see FIRST AID for suspected below)</p> <ul style="list-style-type: none"> <li>If there is a suspected case (see procedure for reporting and isolating symptomatic person below), those left in class should ventilate room and clean. Everyone (children and staff) must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>Isolation rules: Household members should self-isolate for 14 days <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist)</li> <li>If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms</li> <li>There is no need for households to start their isolation again if a second member falls ill</li> <li>On receipt of a negative test result, a pupil or staff member may return.</li> </ul> <p>Anyone with symptoms must stay at home</p> <ul style="list-style-type: none"> <li>Inform Headteacher of staff illness and all staff members that came into contact with that person. Parents of children that came into contact with the adult to be informed and PHE procedure followed</li> </ul> <p>Close contact means:          direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p>	<ul style="list-style-type: none"> <li>Gaffa tape signage - foyer queue, dining hall queue, outside gates queue, canal entrance queue</li> <li>No using office photocopier</li> <li>Signage outside busy rooms e.g. mandy and mireille's office</li> <li>PPE training through WHO for all TAs during phrase assembly (Syra)</li> </ul> <p>Revised protocol letters issued to parents via letter and newsletter (Week 2 and 3). This included revisions to entry and exit times and procedures.</p>	✓			SSO  Cleaning Team	

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		<p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> <ul style="list-style-type: none"> <li>● SSO to clean possible contaminated area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left as per the below;</li> <li>● Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>● Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>● If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>● All who have come into contact, wash hands with soap and water for 20 seconds, remove any gloves, aprons and other protection used while cleaning within the same area and double bag</li> <li>● SSO to place Clinical waste in outside (locked up) storage whilst wearing PPE and then move to regular rubbish area after 72hrs</li> </ul> <p><b>CONFIRMED CASE - DEEP CLEAN</b></p> <ul style="list-style-type: none"> <li>● If COVID infection is confirmed, contaminated area to be vacated for 72hrs before cleaning (SLT will ensure adequate space for remaining groups)</li> <li>● BM to organise a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.)</li> <li>● All PPE used to clean area to be stored in Community Room</li> <li>● Double bag any waste and SSO will remove to storage room (locked away from other adults) for 3 days</li> <li>● School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</li> </ul>						
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<p><b>10. Low Risk Staff: Working at school</b></p>		✓	<ul style="list-style-type: none"> <li>• Staff are working at school on a rota basis to share the work and reduce the possibility of infection. Staff assigned to key groups of children and no crossover with other groups - see <i>Planning &amp; Protocol</i> document</li> <li>• Staff to maintain recommended social distance at all times following <i>Zones of Distancing</i> protocol</li> <li>• Staff advised to follow same <i>Hygiene Protocol</i> as children</li> <li>• Adults to wash their hands before and after using toilets and wipe key areas in toilet</li> <li>• Schools to ensure anti-bacterial wipes are available for all IT and teacher to ensure wipe down after use.</li> <li>• Wash hands before and after marking books</li> <li>• Avoid use of office photocopier where possible</li> <li>• Try to avoid shared areas where possible (for e.g. eat lunch in your room if busy in staff room)</li> <li>• Internal doors propped open to reduce contact with surfaces</li> <li>• PPE provided for staff on request (see <i>PPE Protocol: we recommend wearing mask/gloves for first aid, masks/gloves/apron for symptomatic children plus eyewear if appropriate unless 2 m distanced observed, &amp; PPE for intimate care - additional PPE is optional and can be requested</i>)</li> <li>• Re-arrange staff room and display staffroom protocol</li> <li>• Key congregating areas (office/ Foyer/ Mandy's room) to have maximum number of adults displayed. Consider queueing signage outside of these areas</li> <li>• Signage and markings on the floors needed</li> <li>• Adults should wear face coverings if they wish at entry and exit.</li> </ul>	<ul style="list-style-type: none"> <li>• office use kept to a minimum.</li> <li>• Initial ZOD protocol seems to have been followed.</li> <li>• Additional door holders have been ordered for non-fire doors.</li> <li>• Staffroom seating arrangement remains</li> <li>• Signage on floor in place.</li> </ul>		✓			
<p><b>11. Clinically vulnerable staff &amp; children</b></p>			<ul style="list-style-type: none"> <li>• Identify all children &amp; staff who fall into clinically vulnerable/ extremely vulnerable list, including those they live with</li> <li>• <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></li> <li>• <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>• ALL CV staff &amp; children to be offered separate risk assessment - staff/ parents to review and confirm whether remote or on-site working</li> </ul>	<p>Update medical list now to include children returning</p> <p>Updated individual RA (see Children and Staff)</p> <p>Consultation offered to BAME staff</p> <p>Attendance and Engagement Remote Learning Addendum</p>					

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			<ul style="list-style-type: none"> <li>Individualised RA will entail enhanced level of social distancing TBC (separate learning space, separate loo etc.), additional cleaning and hygiene measures</li> <li><i>Include in individualised RAs</i> - allocation of particular areas 1 adult loo to clinically vulnerable staff</li> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>shielding advice for all adults and children will pause from 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a>.</li> </ul> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education &amp; monitor engagement with this activity</p> <p>Facecoverings can be worn by children if their parents wish for them to do so. It is not a requirement and children must be responsible for these and their parents expectations.</p>					
12. Health and wellbeing: Stress/ Anxiety/ Cleanliness	q p	✓	<ul style="list-style-type: none"> <li>Initial 3 planning and training (in addition to Summer term) at start of Sept to enforce protocols and prep</li> <li>Regular communication to parents updating them with the adjustments the school is making</li> </ul>	<ul style="list-style-type: none"> <li>Discuss re parent workshop/rolling surgery with Hannah and Edina.</li> <li>Update Behaviour Policy additions and share at September INSET</li> <li>Mandy circulate anxiety protocol.</li> </ul>			✓	SLT SSO Daily

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			<ul style="list-style-type: none"> <li>Children invited in before during Summer 2 to rehearse protocols and reduce anxiety, also vulnerable children invited in for small group transition meet Sept wk 1</li> <li>Staff who are struggling with anxiety invited to share with line manager and can also access consultation with therapists from Therapeutic Outreach Provision in Schools and consider further direct support where necessary</li> <li>Staff who have additional anxiety that is not allayed after discussion with SLT will have tailored gradual transition into work place (timetable to be confirmed with Mandy, likely starting with a day without contact with children and a mini review mtg at end day with Mandy)</li> </ul> <p>STAFF TRAVEL ON-SITE</p> <ul style="list-style-type: none"> <li>Make car park and upper playground available for clinically vulnerable staff to drive into work to avoid public transport</li> <li>Consider later/ staggered start times for staff travelling long distances</li> <li>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission</li> <li>Clinical vulnerable staff to be encouraged to drive into work and use upper playground to park</li> <li>PPE equipment is available to staff should they need any to travel home on public transport</li> <li>Give staff who are using public transport PPE &amp; direct to guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul> <p>Bin x4 (each entrance and foyer) &amp; protocol for removing face coverings when pupils and staff who use them arrive at school clearly communicated in Sept (SLT to give message to parents in first wk)</p>	<ul style="list-style-type: none"> <li>Syra &amp; Mandy &amp; Mireille to finalise “recovery curriculum” approach</li> </ul>					
<b>13. Support for children/ staff Off-site</b>			<p>CHILDREN OFF_SITE</p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school.</p>	New attendance/engagement monitoring system for Sept, including how GC can be run administratively					22/6 Attendance protocol to continue as set up:

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			<ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will maintain a high standard of remote learning.</li> <li>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> <li>Attendance records for children working offsite to continue - Daily registers to be taken by 9.30-10.00 am</li> </ul> <p>STAFF OFF_SITE</p> <ul style="list-style-type: none"> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> <li>Communication with key people</li> <li>Sharing key information with staff about vulnerable children</li> <li>Weekly meetings with staff available virtually also</li> <li>Daily calendar shared outlining who is in school / working off site.</li> <li>Daily email updates re: vulnerable children</li> </ul>					<a href="https://docs.google.com/document/d/12xTpFQQjGXHM8DnVQsymWORPQCCeyc3px_ljDjVMDAI/edit">https://docs.google.com/document/d/12xTpFQQjGXHM8DnVQsymWORPQCCeyc3px_ljDjVMDAI/edit</a>  13/7 see remote learning in Recovery Curriculum T&L addendum (ongoing register)
14. First aid Staff Protocol & moi Quarantine Area	✓		<p><b>FIRST AID WHOLE SCHOOL PROCEDURE</b> (this EXCLUDES first aid for those children who are exhibiting C19 symptoms - see NHS checklist - for C19 symptoms ref to relevant protocol below)            Children will not be temperature checked on arrival. It is expected parents and carers will do this and this has been communicated.            We should monitor all children for signs of illness. If unsure, consult with a senior colleague.</p>	<ul style="list-style-type: none"> <li>Update First Aid letter</li> <li>Review standard first aid letter templates &amp; distribute to each class first aid area</li> <li>Symptomatic template letter will come from HPT.</li> </ul>		✓	SSO checks daily	

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		<ul style="list-style-type: none"> <li>• Stock check classroom first aid resources (see stock check in Row 1) inc. PPE = Group allocated staff (requests to SSO)</li> <li>• Allocated Group staff to administer first aid to children in their groups (administer to allocated Pods where possible)</li> <li>• Group staff to endeavour to treat first aid in zoned areas of group where appropriate (if the injury or distress is more severe, or if privacy/ sensitivity is an issue, staff can use the first aid room)</li> <li>• All staff avoid using shared areas for first aid/checks except where injury or emotional requires privacy. Where possible adults to access stock from medical room and treat on the scene.</li> <li>• Medical Room to be cleaned after every use and where possible only 1 child at a time</li> <li>• NO CHILD COMPLAINING OF SICKNESS TO BE TAKEN TO MEDICAL ROOM OR SHARED AREAS BUT TAKEN TO SICK BAY (PPA room)</li> <li>• Medical room stocks of PPE &amp; first aid to be reviewed by Lee (requests to BM)</li> </ul> <p><b>Test and Trace is communicated to community in September 2020 and will be sent to any parents or staff where household members exhibits symptoms. Though there is no requirement for parents to inform school if they have had a COVID19 test, we would expect most parents would do this as a matter of courtesy.</b></p> <p><b>New NHS App launched on 24th September.</b></p> <p><b>FIRST AID STAFF PROTOCOL</b></p> <ul style="list-style-type: none"> <li>• Gloves/masks should be worn when administering first aid (sanitise before putting on), teaching and assisting at lunchtime as required (disposal in pedal bins unless treating symptomatic child, in which case see relevant protocol below)</li> <li>• PPE to be worn or 2 metre distance observed for child who has symptoms</li> <li>• When treating first aid, check a child is not symptomatic with a visual check followed up by temperature check before treatment if adult considers necessary</li> <li>• If you suspect a child is symptomatic, refer to procedure below;</li> </ul> <p>If someone tests positive:</p> <ul style="list-style-type: none"> <li>• School contacts Health Protection Team (Robin/Mireille or Leonora Weill at HPT)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate protocol clearly to parents and carers.</li> <li>• Publicisie Track and Trace Info</li> <li>• Mireille to make instructions for scanning in PDF first aid</li> <li>• Ilirjana &amp; Ilirjana / Julia to plan PPE storage for sick bay - check drinking water</li> <li>• All other stock to be kept in community room</li> </ul>					
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			<ul style="list-style-type: none"> <li>• Health protection team will carry out risk assessment to determine any close contact.</li> <li>• If the student or teacher tests positive for coronavirus, schools must send home those people who have been in close contact with the positive person advising self isolation of 14 days. (face to face within 1m, being coughed on, physical contact, extended contact, travelling in a car)</li> <li>• Template letter will be provided to schools to send to parents</li> <li>• Household members of those sent home do not need to self isolate unless the person self isolating develops symptoms.</li> <li>• If test result is negative, still remain in isolation for 14 days.</li> <li>• If schools have <b>two or more positive cases in 14 days</b>, the HPT may advise additional action. If an outbreak is suspected, the HPT may dispatch a mobile testing unit. Testing will focus on Person's Class / Year Group then Whole School if necessary.</li> </ul> <p><b>C19 MANAGING SYMPTOMATIC CHILDREN/ADULTS ON-SITE</b></p> <ul style="list-style-type: none"> <li>• Ensure all children are reminded daily to inform their teacher if they feel poorly. If they have suspected C19 symptoms, follow procedure below; Updated guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• If a child in school displays symptoms, <i>they should ask the child to leave the class with them to the Old PPA room. From there, call office and inform of symptoms -office staff will confirm contact with parents..</i></li> <li>• Remaining staff in class should ventilate room and clean. Everyone (children and staff) must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. A window should be open for ventilation.</li> <li>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>,</li> </ul>						
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		<p>which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>.</p> <ul style="list-style-type: none"> <li>•</li> <li>• SICK BAY 1/2 for symptomatic children/adults. SICK BAY 1 = old PPA room (up stairs, big enough to maintain distance, adjoining toilet) which will be vacated</li> <li>• Staff tending to children who are suspected to have COVID symptoms must have full PPE equipment or observe 2 metre distance</li> <li>• Old PPA room and toilet to be used as a quarantine area</li> <li>• Double bagging of waste from possible cases and separate storage area for 72 hrs</li> <li>• Where possible &amp; humane, seek to maintain a 2 metre distance around the child and remove them to SICK BAY. Where possible &amp; safe a child should be encouraged to move independently and at a 2 metre distance (if not 2 metres, adult must wear PPE gloves/ mask/ apron)</li> <li>• In SICK BAY, cordon off stairwell entry so others know it is in use</li> <li>• The group adult who has contact with that child, if low risk, should support that child until collection time</li> <li>• Adults aware that we have a duty to keep children safe but if they do not feel comfortable they could call SLT who will direct a named low risk adult to support (who will follow the protocols as above)</li> <li>• Supporting adult recommended to wear gloves &amp; mask, eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting), &amp; can also request other PPE or access independently in SICK BAY</li> <li>• Any PPE to be doffed and donned in SICK BAY &amp; sealed twice in bin bags</li> </ul>						
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			<ul style="list-style-type: none"> <li>Set-up log of symptomatic individuals, tests taken, test result to be kept in sick bay (supporting adult to take photo of relevant record)</li> <li>Supporting adult to call office from sick bay, office to communicate home for child to be collected home child/ren that show symptoms, record on integris, inform SLT</li> <li>When parents press buzzer, ask them to wait outside and bring child to them via school gate (office to open gate remotely). Supporting adult will be sent home by SLT where ratios allow this safely</li> <li>Supporting adult to send letter home with child to ask children/families with symptoms to test for virus (to access, use 111 ONLINE if child is 5 or over, 111 call for under 5s) &amp; reminder that without neg. test, must uphold 7 day isolation rule. If confirmed by test, admin. to record on integris - Headteacher follow up if test result is not received.</li> <li>In line with PHE advice, if the student or teacher tests positive for coronavirus, the whole group/pod should be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms)</li> <li>SLT to ensure contaminated area is not used, waste is sealed, dated and isolated for 3 days, organise deep clean of their classroom &amp; sick bay* see Deep Clean procedure</li> </ul> <p><b>INTIMATE CARE for e.g. nappy changing</b></p> <ul style="list-style-type: none"> <li>Gloves, apron (all disposable) worn for nappy changing and intimate care</li> <li>One child &amp; adult at a time in changing zone where possible</li> <li>Wipe down all apparatus after wards, remove and bin PPE in pedal bin provided</li> <li>Sanitiser in place</li> <li>Medical waste bin in use</li> <li>Hand basin in room</li> <li>Handwashing procedure</li> </ul>						
15. Social distancing in school: General Staff Children	✓		<ul style="list-style-type: none"> <li>Staff will be reminded of protocol in initial INSET then on a weekly basis to socially distance themselves while working in school during the Covid-19 outbreak.</li> <li>No PE or exercise to take place in an area where the social distancing rules cannot be reasonably adhered to.</li> <li>Staff to socially distance the children onsite</li> </ul>	<ul style="list-style-type: none"> <li>No library for Autumn 1</li> </ul>		✓		SLT weekly briefing	

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			<ul style="list-style-type: none"> <li>No school trips until safe to do so. Just local walks.</li> <li>Virtual Assemblies &amp; Virtual School Tours.</li> <li>Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines (within group - if not, must be approved and RAd by SLT).</li> <li>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 1m+ distancing; or via electronic means (Microsoft Teams, Google Meet, Skype etc.).</li> <li>Workstations acceptable distance apart</li> <li>One side of banks of desks used to avoid face to face contact across desks.</li> <li>Staff to be reminded on a daily/ weekly basis to socially distance themselves while at work.</li> <li>Movement around school, limited to the use of the playground and school dining hall. LIBRARY will remain out of use for the first month and be reviewed.</li> </ul>					
16. Social distancing in school: classrooms, halls & social spaces	✓		<ul style="list-style-type: none"> <li>Carpets removed from classrooms to limit soft furnishings/ spread of COVID and to clearly mark floor to set up tables for 1m distance learning at all times.</li> <li>2m distance markings remain placed in halls for safe group activity as required by the activity eg PE.</li> <li>Set up desks facing the front mainly and spaced apart where developmentally appropriate</li> <li>Re-plan lessons / activities to avoid shared resources &amp; share pedagogical approach which supports this.</li> <li>Stairs / corridors - one-way system - see Sept Opening document.</li> <li>Removed carpets to be cleaned, wrapped in plastic and stored onsite to eliminate the chance of germs lingering when carpets are returned to classrooms after pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers &amp; TAs additional time to set up classrooms following recommendations</li> </ul>	✓			SSO SLT
17. Use and location of PPE			<ul style="list-style-type: none"> <li>In general, staff would not need to use PPE and it is not recommended that it be worn in school. However, normal good hygiene practices should always be maintained through hand washing with soap and water for 20 seconds or using hand sanitiser gel if soap is unavailable.</li> <li>If PPE is used, these safe working practices should be adhered to: <ul style="list-style-type: none"> <li>Hand washing is essential before putting on and after removing PPE;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Hygiene protocol shared</li> </ul>				

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		<ul style="list-style-type: none"> <li>○ Staff should be trained in putting on and taking off PPE (following the steps below);</li> <li>○ Aprons and gloves are for single use only;</li> <li>○ Masks and eye protection are for 'sessional use' (they can be worn for a session of care <b>without</b> taking them off during a range of activities) but once they have been removed, they should be disposed of safely;</li> <li>○ <b>No PPE should be subject to continual use.</b></li> <li>● The use of PPE is recommended ONLY for:             <ul style="list-style-type: none"> <li>○ Children whose care routinely involves the use of PPE due to their intimate care needs (if these children are in school);</li> <li>○ Staff involved in intimate care should wear an apron and gloves (single use)</li> <li>○ Staff looking after a child who has developed COVID-19 symptoms while on site will require the use of PPE available in the Quarantine Area;</li> <li>○ Manual handling or physical restraint. This may require the use of gloves, a fluid repellent surgical mask and the addition of eye protection if there is a risk of the child spitting.</li> </ul> </li> <li>● Putting on items of PPE should be done in the following order <b>after washing your hands for 20 seconds</b>:             <ul style="list-style-type: none"> <li>○ 1. disposable apron</li> <li>○ 2. fluid repellent surgical mask</li> <li>○ 3. eye protection (if risk of spitting)</li> <li>○ 4. disposable gloves</li> </ul> </li> <li>● Removing PPE should be done in an order that minimises the potential for cross-contamination. Use alcohol hand rub between removing items of PPE in the following order:             <ul style="list-style-type: none"> <li>○ 1. disposable gloves, then hand decontamination</li> <li>○ 2. disposable apron</li> <li>○ 3. eye protection (if worn) then hand decontamination</li> <li>○ 4. fluid repellent surgical mask, then hand decontamination</li> <li>○ 5. store all removed PPE in a disposable rubbish bag, secure it, then hand decontamination.</li> </ul> </li> </ul> <p><b>Rubbish bags containing PPE should be double bagged and dated. They will be collected by the SSO and stored for 72 hours in the designated clinical waste storage area, when it can then be disposed of with other clinical waste.</b></p>	<ul style="list-style-type: none"> <li>● Staff training on the use of PPE <a href="https://openwho.org/courses/PC-PPE-EN">https://openwho.org/courses/PC-PPE-EN</a> WHO</li> <li>● Staff clear about Quarantine Area and use of it</li> </ul>					
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		<ul style="list-style-type: none"><li>• Parents must enter playground and leave with their child/ren asap - no gatherings are permitted or use of playground structures.</li><li>• Children collected early are called down from class and arrive at the main reception area where they meet their parent/carer. There is a strict limit of three adults only allowed in this area. The child will either come down from class alone or be escorted by a member of staff who will hand them over to their parent/carer with no physical contact.</li><li>• Parents are not to enter the building at all (unless collecting early as in the bullet point above).</li><li>• If it is raining the collection protocol does NOT change and parents will wait for their children outside in the playground.</li><li>• Admin staff will inform drivers to leave parcels in the lobby.</li><li>• Signage &amp; protocol for parents and carers to socially distance while dropping off and picking up children.</li><li>• If parent/ visitor/ delivery person enters school, they must use the hand sanitiser gel provided.</li><li>• Transition, entry and exit plan (see September Opening Plans) to minimise cross over.</li><li>• Signage/cones/dividers to remind all to stick to protocol and allocated areas.</li><li>• Hygiene protocol established for children.</li></ul>						
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# September COVID 19 Risk Assessment – Primrose Hill Primary School

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### 19. Safe Catering Management

✓

- Catering Staff to use sanitiser gel on arrival.
- Hands MUST be washed before food preparation.
- Hands washed before and after serving food.
- Catering staff to wear gloves when serving.
- Serving area to be wiped down with disinfectant solution, using disposable wipes BETWEEN Year Groups
- Hand sanitiser gel to be used before exiting building.
- In the case of suspected/ confirmed COVID infection with a staff member, Caterlink to organise packed lunches to be brought into school,

- Caterlink's Risk Assessment (still relevant). Email copy on Robin's Computer.

COVID19 RISK ASSESSMENT CHECKLIST		V	N
All work managers and site staff must assess and consider the following for their operations.			
1	Risk Assessment	✓	
2	Is the work plan COVID19 Risk Assessment completed and on site?	✓	
3	Have all staff been briefed on the enhanced Covid 19 measures to be in place as required by clients and the local Council?	✓	
4	Have all staff been consulted and any concerns or queries resolved?	✓	
5	Are all staff wearing face masks at all times?	✓	
6	Have all staff with high Covid 19 risk, special needs, new or expected medical conditions been made aware of the enhanced measures to be in place?	✓	
7	Can staff numbers be reduced to allow social distancing 2 metres separation in the work and catering areas?	✓	
8	Have activities in the kitchen been managed when required, and possible to restrict?	✓	
9	Where possible, have kitchen / opening areas been covered / designated to reduce the spread of contamination?	✓	
10	Where 2 metre distancing cannot be maintained the activities have staff 'bubbled' / their contact managed to ensure a maximum of 10 people?	✓	
11	Has a cleaning plan been developed for necessary based on risk assessment and approved by the Camden H&S team?	✓	
12	Have there been any staff members who are symptomatic or at risk of infection and leaving work?	✓	
13	Are there additional controls for Covid19 required by the school / client?	✓	
14	Where there are additional School / Client Covid19 controls are they in place?	✓	
15	Do School / Client controls conflict with Camden controls and if any have been discussed with both the Client manager and Camden H&S team?	✓	
16	Emergency Cleaning of food	✓	
17	Are access points to all stores, work in progress and finished goods controlled to ensure no access is occurring at a time?	✓	
18	Cleaning	✓	
19	Is there an enhanced cleaning schedule in place?	✓	
20	Are all staff following the enhanced cleaning of work surfaces and food contact areas?	✓	
21	Are all areas that are being used for food preparation and production thoroughly cleaned before each shift and being sanitised?	✓	
22	Is disinfectant being used for all cleaning of contact surfaces and touch points?	✓	
23	Hygiene	✓	
24	Do all wash hand basins have soap, hot and cold running water and disposable paper towels?	✓	
25	Are staff uniforms / aprons clean and fresh?	✓	

#### caterlink

26	Are all staff personal belongings, including phones being stored away from the working environment?	✓	
27	Are staff wearing face masks every frequency?	✓	
28	Travel / Commuting	✓	
29	Are staff changing out of and into their uniforms, including shoes, at work?	✓	
30	Are staff placing their uniforms and shoes in a separate bag when travelling to and from work?	✓	
31	Are all staff practising social distancing when travelling to and from work and between work?	✓	
32	General	✓	
33	Where direct contact and / or one-way systems are put in place by the client are all staff following these?	✓	
34	Is the site manager / H&S staff aware of all applicable relevant Covid19 symptoms?	✓	
35	Are all staff on site have Covid19 relevant symptoms?	✓	
36	Has the site manager confirmed that all staff on site / returning staff are free of their Covid19 symptoms and where they have had symptoms it has been at least 14 days since the last symptom?	✓	
37	Have all visitors to the site read and signed the Client's Risk Assessment?	✓	
38	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
39	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
40	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
41	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
42	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
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58	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
59	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	
60	Are all visitors to the site read and signed the Client's Risk Assessment?	✓	

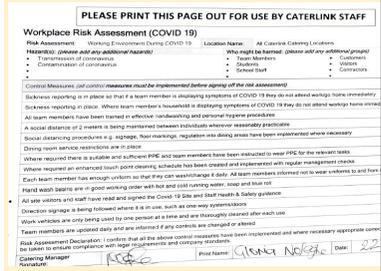
✓

Caterlink  
SLT - to inform staff of expectations

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20. Additional Human Resources and Hiring measures		✓	<ul style="list-style-type: none"> <li>All staff who are tested for COVID-19 must send results to School Business Manager to record in Oracle Fusion.</li> <li>Suspend hiring and lettings.</li> <li>Essential visitors only.</li> </ul>				✓		Ilirjana / Julia	
21. Projects/ Operational/ Facilities Works	✓		<ul style="list-style-type: none"> <li>Agree approach to scheduled / ongoing building works.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> <li>School will seek confirmation of the contractor's method statement / risk assessment.</li> </ul>						Ilirjana / Julia SSO	
22. Fire safety		✓	<ul style="list-style-type: none"> <li>Fire alarm is tested every Monday PM - GZ to come in and complete this with Humphrey</li> <li>SSO to close doors and windows before he leaves</li> <li>Fire wardens in place</li> <li>Termly fire evacuations in process and recorded</li> <li>SSO completes weekly call point test</li> <li>SSO to make sure all propped open non-fire doors are closed before leaving and locking the site</li> <li>SSO to action Fire evacuation to test staff during school hours (doors to be closed while evacuating)</li> <li>Evacuation test to be completed and recorded before opening</li> <li>New Fire Procedure created: <a href="https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1">https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1</a></li> </ul>	<ul style="list-style-type: none"> <li>New Fire Procedure created: <a href="https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1">https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1</a></li> </ul>			✓		SSO SSO/ SLT to agree day/d ate	
23. Legionella	✓		<ul style="list-style-type: none"> <li>SSO completes weekly flushing of little used outlets - this will need to include water fountains now that they are not safe to use</li> <li>Monthly temperature testing being completed and recorded by SSO</li> </ul>				✓		SSO weekl y	

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Bacterial growth due to outlets not being used.									Camden FM Monthly
<b>24. Contingency planning</b> Possible outbreak of Covid-19. Lockdown procedure due to Covid-19 infection. Deep clean. Re-opening procedure.			✓	<ul style="list-style-type: none"> <li>School will consult immediately with PHE who will direct next steps as per latest advice, which may result in school closure</li> <li>All staff that came into contact with infected staff member/ child to self-isolate as per government guidelines</li> <li>SLT member to open &amp; close the school in the event that the SSO becomes unwell</li> <li>Reporting procedure in place for SSO in the event that the SSO becomes unwell</li> <li>SSO/LA to organise deep clean in the event of a Covid-19 outbreak in school</li> <li>Plan to be put in place if staff numbers fall due to infection/self-isolation</li> <li>SLT to organise re-opening of school</li> <li>Staff to follow reporting procedure if they feel unwell while at home</li> </ul>	•		✓	SLT SSO	

Additional Resource & Appendix List	Item/ Document	Completion/Supply	Distribution & Date/ Review
Appendices to Risk & Assessment	Re-opening Proposal inc. groupings/ staffing/ movement & staggered entry/exit etc.	Robin complete 20/5, govs review and staff review by 23rd, Camden review by 24th	
	Behaviour Policy appendix inc. Bereavement Policy & new behaviour expectations	Mandy complete by 24th	
	Individualised Risk Assessment for Clinically Vulnerable Adults Individual Risk assessment	Syra and Ilirjana & Ilirjana / Julia complete by 24th	
	Individualised Risk Assessments for Clinically Vulnerable Children	Syra and Ilirjana & Ilirjana / Julia complete by 24th	
	Visitor Protocol	Ilirjana & Ilirjana / Julia 24th	

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	Cleaning Contractor Risk Assessment	Ilijana & Ilijana / Julia 24th	
	Staff protocol & movement/transition plan	Syra 20th, Mandy/Robin review and finalise 22nd	<a href="https://docs.google.com/presentation/d/1hYFllgYSEqzfv4TFUJozu29s_674r-lz9U8ODX-Xc6s/edit?usp=sharing">https://docs.google.com/presentation/d/1hYFllgYSEqzfv4TFUJozu29s_674r-lz9U8ODX-Xc6s/edit?usp=sharing</a>
	Children's protocol - assembly video/letter	Robin letter, Syra videos by Friday 24th	<a href="https://docs.google.com/presentation/d/1hYFllgYSEqzfv4TFUJozu29s_674r-lz9U8ODX-Xc6s/edit?usp=sharing">https://docs.google.com/presentation/d/1hYFllgYSEqzfv4TFUJozu29s_674r-lz9U8ODX-Xc6s/edit?usp=sharing</a>
	Hand washing poster	Mandy 21st	
	Social distancing poster	Mandy 21st	
	Furnishings and removal item list	Mandy 20th	
	Parent collection/drop off & safety protocol	Syra Thurs 23rd	
<b>Signage and Display</b>	Hazard Tape for floor and for blocking off (colour coded?)	Ilijana & Ilijana / Julia once Movement & Transition plan complete	
	Outdoor free-standing fencing		
	Coloured coded signage on toilets/ classroom seating space		
	Colour coded group/pod plans (displayed in classrooms)		
<b>PPE &amp; Protective Materials</b>	Boiler suits -10 XL	To be stored in old PPA Room/ Sick Bay/ Quarantine	To be used in case of suspected/ confirmed case: staff giving first aid to child/ren
<b>Order from Camden via</b>	Handwash - 5L	To be used to replenish hand soap dispensers in toilets	Used to replenish stores in classrooms

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<a href="https://forms.office.com/Pages/ResponsePage.aspx?id=NEqPXtsrVEi7QrTQx9AkHbs92UFAhNFmnlZTt-pEXIUOTMzNVdFOUtORFE0QUVWQ1hBTFZXWVRVSYQIQCNOPWcuor">https://forms.office.com/Pages/ResponsePage.aspx?id=NEqPXtsrVEi7QrTQx9AkHbs92UFAhNFmnlZTt-pEXIUOTMzNVdFOUtORFE0QUVWQ1hBTFZXWVRVSYQIQCNOPWcuor</a> email Samantha.Whiteside@camden.gov.uk or Hilary Forbes	Hand disinfectant - 0.5L	In Mandy's Office	Used to fill dispenser in Mandy's office
	Surgical face masks - 400	x20 added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in old PPA Room/ Sick Bay/ Quarantine	Available for staff use
	Eye guards/ Shields	100 arrived 02/06/2020	x5 placed in each COVID Box, x10 in First Aid Room and x10 in Sick Bay
	Respirator masks -20	x20 added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in old PPA Room/ Sick Bay/ Quarantine	To be used in case of suspected/ confirmed case: staff giving first aid to child/ren
	Gloves - 400 – 200 of S/M/L	x20 pairs added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in old PPA Room	Available for staff use
	x 20 boxes of latex free, medium gloves	Stored in old PPA Room/ Sick Bay/ Quarantine	One to be placed in every classroom
	Clinical waste bags - 8 large rolls	x5 added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in Facilities Office	Available on request and at least 5 bags placed in every classroom
Hand Sanitizer (for every class in use, admin office, main reception area)  Hand sanitizer gels - 20x100ml   Hand sanitizer gel 50ml x 20 Hand sanitizer gel 100ml x20 Hand sanitizer gel 5lt x10	Dispensers ordered 15/05/2020 35 needed in total 10 arrived at PH 22 dispensers ordered 17/07//2020 - arrival date 20/07/2020  Arrived 08/06/2020: stored in Sick bay and 6 of each placed in COVID Boxes for ARP classes Ordered 17/07/2020	Dispenser Locations (see Site Map in Protocol doc): <ul style="list-style-type: none"> <li>- One inside main waiting area</li> <li>- One next to double doors (main exit) in ground floor corridor</li> <li>- One next to white (playground entrance) double doors</li> <li>- Two inside double gate entry (outside)</li> <li>- One next to double entry doors leading into dining hall</li> <li>- One next to double doors opposite Facilities office, leading into dining area</li> <li>- One Outside Old PPA Room</li> </ul>	

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			<ul style="list-style-type: none"> <li>- One dispenser added on middle and top floor at each stairwell double doors (x3 per floor)</li> <li>- All classrooms: Ladybirds x2 Corridor outside Ladybirds x1 Dragonflies x1 Nursery x2 Wall opposite canal entrance gate x1 Herons x1 Kestrels x1 Yr5 x2 Yr4 x2 Yr3 x2 Tadpoles x2 Rainbow x2</li> <li>- <b>Dispenser placed outside ASD dining area</b></li> </ul> <p>Highlighted in red are the core dispensers that will be in place by 20/05/2020. The additional dispensers will be in place when the rest of them are ordered and antibacterial gel can be bought to fill them. For the interim, hand sanitiser pump bottles will be in classrooms.</p>
	Mops and Buckets	<p>x10 mops and buckets ordered 01/06/2020 with next day delivery</p> <p>x100 mop heads arrived 02/06/2020 Awaiting mop sticks</p>	To be used in dining area and to keep in storage to replace any that need to be disposed of due to Covid sickness confirmation
	Paper Towels and Dispensers (for classroom and offices in use and staffroom)	<p>Ordered 18/05/2020 22 needed in total 10 arrived at PH 12 additional dispensers ordered 21/05/2020</p>	<p>Dispenser locations:</p> <ul style="list-style-type: none"> <li>- Nursery x1</li> <li>- Tadpoles x1</li> <li>- Rainbow x1</li> <li>- Pink disabled/ Adult toilet x1</li> <li>- Yellow visitor toilet in main reception x1</li> </ul>

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			<ul style="list-style-type: none"> <li>- Blue adult toilet in middle stairs x1</li> <li>- Playground toilets x2</li> <li>- First Aid Room x1</li> <li>- Ladybirds x1</li> <li>- Dragonflies x1</li> <li>- Butterflies x1</li> <li>- Old PPA Room x1</li> <li>- Old PPA Room toilet x1</li> <li>- Girls and boys toilet - Middle Floor x1 each</li> <li>- Girls and boys toilet - Middle Floor, near middle stairs x1 each</li> <li>- Adult toilet - Top floor x1</li> <li>- New PPA Room - x1</li> <li>- Kitchen opposite Liz and Ilirjana &amp; Ilirjana / Julia's office x1</li> </ul> <p>Highlighted in red are the core dispensers that will be in place by 20/05/2020. When the remaining 12 dispensers arrive, they will be placed in the other areas.</p>
	Peddle Bins for each class (30/ 50 litre capacity)	<p>Ordered 18/05/2020 &amp; 19/05/2020            30 needed in total            20 arrived and placed in listed areas            10 additional bins ordered 21/05/2020            2 arrived 04/06/2020</p>	<p>Locations:</p> <ul style="list-style-type: none"> <li>- Pink adult toilet - Ground Floor x1</li> <li>- Boys/ girls toilet - Ground Floor x1</li> <li>- Yellow visitor toilet - Ground Floor x1</li> <li>- Blue adult toilet - Middle staircase x1</li> <li>- Old PPA Room x1</li> <li>- Kitchen opposite Liz and Ilirjana &amp; Ilirjana / Julia's office x1</li> <li>- Middle Floor x10</li> <li>- Top Floor x6</li> <li>- Lower Ground x3</li> <li>- Tadpoles, Rainbow, Nursery x1 each</li> <li>- Playground toilets x1</li> </ul>
	Hand Soap (for staffroom and classrooms)	Arrived and added to Covid Boxes and toilets	Staffroom and Classrooms by 29/05/2020

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	Washing up liquid for each class and new sponges (ideally diff colours)		
	Anti-bacterial wipes for each computer/phone station  Additional order	Arrived and added to Covid Boxes  42 packets ordered 04/06/2020 - arrived 08/06/20	All Classrooms and offices by 29/05/2020  Stored in old PPA Room/ Sick Bay/ Quarantine and used in COVID boxes for ARP classes
	Disposable, latex free gloves	Arrived and added to Covid Boxes 20 Additional boxes of gloves ordered and received 08/06/2020	20 pairs per classroom and communal area by 29/05/2020
	Disposable aprons	Ordered 21/05/2020 100 arrived 02/06/2020 300 additional aprons expected	x10 in each Covid box and in each designated quarantine area, First Aid Room and SSO's office for their use
	Thermometers	Ordered 18/05/2020	Admin Office
	Disinfectant spray (for classrooms)  Second order	Arrived and added to Covid Boxes  x5 boxes of 6 and 10 arrived 04/06/2020	All Classrooms by 29/05/2020  Stored in old PPA Room/ Sick Bay/ Quarantine
<b>Curriculum Resources</b>	Circle Time & PSHE Resources	Mandy 24th	
	'Recovery Curriculum' INSET/blurb	Syra & Mandy 24th	
	Transition books	Emma?!	
	PHE Hygiene Lessons	Mandy	
	Protocol/ Induction lessons standard template	Syra	

#### Questions & responses from NEU Members:

<https://docs.google.com/document/d/1J6DQnonjriOgGRpNOuTgOhYiqQKQLqfdtIEmUw-y4/edit>

[https://docs.google.com/spreadsheets/d/1wdjJMATW43PNdoGX582BO\\_OHxbuDuc4J8gvEzxAaH\\_I/edit#gid=762219519](https://docs.google.com/spreadsheets/d/1wdjJMATW43PNdoGX582BO_OHxbuDuc4J8gvEzxAaH_I/edit#gid=762219519)

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Questions & responses from Unison Members:

<https://docs.google.com/document/d/1OJcLddiMM5cmXQn3wfiF1AYYm69jQfLYFakz6jGcXNQ/edit>

Questions & responses from stakeholders

Question	Responses